

**CITYCO
MANCHESTER**



**EVENT &
MEETING
SPACES**

HOW TO USE CITYCO EVENT & MEETING SPACES

Last Updated: September 2021

Your Safety is Our Priority

CityCo and Manchester BID understand that the health, safety and well-being of our staff and event guests are paramount with Covid in the new world.

We have developed new ways of working based on up-to-date guidance provided by the government and industry bodies.

Fully prepared Risk Assessments have been actioned to comply with hygiene, safety, and social distancing - so you can visit in confidence.

FAQ: Event Organiser

It is the responsibility of the Event Organiser to communicate the following information to all attendees before they come to the CityCo premises.

What to Expect

Beforehand

You can find our Covid Protocol and Cancellation Updates on our website:

[cityco.com/roomhire](https://www.cityco.com/roomhire)

Please confirm the number of people who will be attending the event with the CityCo Event Coordinator. Additional numbers on the day will not be allowed due to capacities.

We recommend you stagger the times your attendee's arrival times, so we do not have a large volume of people arriving at the same time.

We recommend regular breaks to support for any personal hygiene needs.

A pre-screening questionnaire will be provided 24 hours prior to attending the venue.

Guests are asked not to visit the venue if displaying any Covid symptoms, however mild.

Arrival at Lloyds House

There is a one-way system in place with the Lloyd's House building.

The Entrance is at number 22, Lloyd Street. Exit is at number 18, Lloyd Street.

When entering number 22 there is visible floor signage and a hand sanitiser station.

The lift only holds one person.

A staircase runs to the 3rd floor.

Access to CityCo Event & Meeting Spaces

On the 3rd floor, to access to The Shipping Office and/or The Cotton Room, please press the intercom and the CityCo Event Coordinator will buzz you in.

A hand sanitiser station is place.

If there is a queue of people waiting, please keep your distance appropriately.

The NHS 'Test and Trace' QR Code poster is displayed for those wishing to check-in.

Using the Spaces

All areas have been sanitised and cleaning will take place throughout event breaks.

We encourage people to wear face coverings in the enclosed spaces.

Stocks of disposable face masks are available if required.

We have flexibility within capacities and layouts to adhere to social distancing requirements.

Sanitising wipes, hand sanitiser and gloves are available in event rooms. Hand washing facilities and sanitiser stations are available. We would like to remind guests that it is their responsibility to regularly hand wash and sanitise hands during their time with us.

Where possible we recommend that windows in the rooms are kept open, or regularly opened, to allow fresh air flow.

Separate WC facilities are in place for guests and are cleaned regularly.

We have removed all stationary, however can supply on request.

Catering

Our catering service is available to pre-book.

Catering can be ordered to be prepared in pre-packaged boxes. Buffet services have been temporarily cancelled.

Individual filtered water bottles and disposable cups are supplied.

Tea and Coffee will be served by a team member (if necessary) using PPE and served in disposable cups with packaged biscuits.

Any queue that forms must be at a distance. A one-at-a time approach is recommended.

AV

Our AV equipment is cleaned and sanitised.

We have microphone covers if required.

Meeting your CityCo Event Coordinator

You and your guests will be greeted on arrival and talked through our guidelines on the day.

Information will be made available to attendees with access requirements, including those with visual and hearing impairments.

Stay Safe and Enjoy

We Look Forward to Welcoming You